

CEHEC-RM-B Office Memorandum 37-345-1	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	OM 37-345-1 31 August 2000
	Financial Administration PROCESSING MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS (MIPRs), AND INTRA-AGENCY AGREEMENTS (IAAs) FOR REIMBURSABLE SERVICES	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

CECS
CEHEC-RM-B

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 203 14-1000

OM 37-345-1

Memorandum
No. 37-345-1

31 August 2000

Financial Administration
PROCESSING MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS
(MIPRs), AND INTRA-AGENCY AGREEMENTS (IAAs)
FOR REIMBURSABLE SERVICES

1. Purpose. This office memorandum (OM) prescribes policies and procedures for administration of intra-governmental requests for material or services.
2. Applicability. This memorandum applies to all HQUSACE Staff Principals.
3. References.
 - a. 10 USC 3036(d)
 - b. 31 USC 1535, Section 601 of the Economy Act
 - c. 41 USC 23
 - d. DFAS-IN 37-1
 - e. ER 1140-1-211
 - f. CEFMS Business Process Guide
 - g. CEHEC-RM-B memorandum, 17 August 1998, subject: Use of FADs and MIPRs in HQUSACE.
4. Policy.
 - a. Intra-governmental requests should be prepared by the requesting agency and accepted by the installation that will actually provide the material or services requested.
 - b. Transactions within the Government occur when one department or agency has a need for material or services which can best be obtained from or through the facilities of another department or agency.

This memorandum supersedes OM 37-345-1, 30 September 1993

c. The payment for material or services furnished, or to be furnished by others, must be accomplished in accordance with (IAW) reference 3b above or other statutory authority.

d. Transactions must be preceded by an authorized agreement between the agency or component requiring the material or services and the agency or component furnishing them. This agreement will be in writing and will be approved by competent authority. Such agreements should be specific as to material or services to be furnished, rates or estimated prices to be charged, method of financing, and address of the office which will make payment.

e. Intra-governmental requests are administered using a Military Interdepartmental Purchase Request (MIPR), DD Form 448, or Intra-Agency Agreement (IAA). An Intra-Agency Agreement is an order for reimbursable procurement or direct citation between two agencies and differs from an Interservice Support Agreement (ISA), DD Form 1144. An IAA is also referred to as an Intra-Government Agreement (IGA). In the Corps of Engineers Financial Management System (CEFMS), these documents are referred to as Customer Orders. (CO) when USACE receives funds from another government agency, and Government Orders (GO) when USACE issues funds to another government agency.

5. Procedures.

a. General

(1) IAW reference 3g, HQUSACE Staff Principals are responsible for coordinating, negotiating, and processing requests for material or services, and should encourage requesting agencies to address their MIPRs and IAAs directly to the field operating agency that will furnish the material or services. Whenever possible, the request should be sent directly to the performing field operating agency for acceptance, except in some instances where HQUSACE is exercising direct program management or the function belongs to HQUSACE. When HQUSACE must publish a design or construction directive, requests should be transmitted through the HQUSACE Staff Principals so that the directive and the request may be transmitted together to the field operating agency.

(2) A MIPR or IAA should not be used in lieu of a Funding Authorization Document (FAD), IAW reference 3g above. When HQUSACE has received program funding on a FAD and a field activity will perform the order or procurement, funds should be distributed by FAD using the Program Budget Accounting System (PBAS). If HQUSACE received funds via MIPR and the field operating agency or activity will perform the work, then a suballocating MIPR or IAA should be issued as a Government Order.

(3) Upon receiving documents requesting material or services to be furnished by HQUSACE, Staff Principals will create a CEFMS Work Item and Resource Plan, and then forward the original document to CEHEC-RM-B for disposition as prescribed in b

below. Some programs, namely Programs and Execution (PAX), Corps of Engineers Automation Program (CEAP), Automated Information Systems (AIS), and Environmental Programs, are exceptions in that each is uniquely managed. The PAX, CEAP, AIS, and Environmental Programs Customer Orders (CO) and Government Orders (GO) still follow basic CEFMS processes but the PMs perform these functions. Responsibility for the CEAP Program is transferring to a field activity on 1 October 2000.

(4) HQUSACE Staff Principals will include the HQUSACE technical point(s) of contact, the office symbol, the CEFMS Work Item and their telephone number on all MIPRs, IAAs, COs and GOs.

b. Responsibilities of CEHEC-RM-B on MIPRs, IAAs, and COs for HQUSACE:

(1) Acceptance of a Customer Order is primarily a four-step process. If the document is received in HQUSACE electronically via datashare, the Customer Order is Created (step one) in CEFMS when the 'RECORD TRANSMITTED CO' is approved. After the HQUSACE Staff Principal has provided the CEFMS Work Item, CEHEC-RM-B will proceed to Technically and Financially approve, and Accept the CO (steps two through four). Rejection of a Customer Order is primarily a two-step process. If the document is received electronically, step one will be the same as stated for Acceptance. If the HQUSACE Staff Principal directs CEHEC-RM-B to non-accept, CEHEC-RM-B will record "N" for non-acceptance during Technical Approval (step two).

(2) If the document is received manually, 'Create' the CO (step one) in CEFMS after the HQUSACE Staff Principal has provided the CEFMS Work Item [ref. Para. 5a(3) and (4) above]. CEHEC-RM-B will proceed to Technically, Financially approve and Accept the CO (steps two through four) in CEFMS. If the HQUSACE Staff Principal directs CEHEC-RM-B to reject the CO, CEHEC-RM-B will sign a manually prepared DD Form 448-2 for "Non-Acceptance" and return to the customer/issuing agency.

(3) After acceptance of the CO, CEHEC-RM-B will notify the HQUSACE Staff Principal and return acceptance copies to the issuing agency electronically via datashare, facsimile, or mail. This step must be done for the obligation to be booked by the ordering activity.

(4) CEHEC-RM-B will maintain a file IAW Modem Army Recordkeeping System (MARKS) by work item and document number including all pertinent documents and correspondence relative to CEHEC-RM-B responsibilities.

c. Responsibilities of HQUSACE Staff Principals on incoming MIPRs, IAAs, and COs received in HQUSACE;

(1) After receiving notification from CEHEC-RM-B that the document has been received electronically, create the CEFMS Work Item and an approved Resource Plan. The HQUSACE technical point of contact or designated responsible individual will

provide work item number and instructions to CEHEC-RM-B to either reject or accept the CO.

(2) If the document is received manually, forward the original document to CEHEC-RM-B for acceptance with the CEFMS Work Item [see para 5.a. (4) above]. If the order is rejected, forward instructions and all pertinent documents to CEHEC-RM-B [see para.5b (2) above].

(3) Maintain a file on each CO with pertinent documents.


(4) Conduct a tri-annual joint review of the Undelivered Orders. This review should be completed by the CEFMS RESPONSIBLE EMPLOYEE for the respective Work Item, IAW CEHEC-RM-F Financial Management Memorandum of Instruction (MOI), numbers 37-1-XX-08, 37-1-XX-12, and 37-1-XX-14, issued quarterly.

d. Action of HQUSACE Staff Principals on outgoing Gos:

(1) Prepare GO in accordance with CEFMS Business Process Guide (BPG) and CEHEC-RM-F Financial Management Memorandum of Instruction, numbers 37-1-XX-10 and 37-1-XX-12.

(2) Conduct a tri-annual joint review of the Unliquidated Obligations and Commitments, as in paragraph 5.c.(4) above. The CEFMS RESPONSIBLE EMPLOYEE should complete this review.

FOR THE COMMANDER:



RUSSELL L. FUHRMAN
Major General, USA
Chief of Staff